

 **Mrs Jenny Neal** (Clerk)

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29th June 2020

# TO ALL MEMBERS OF PATTINGHAM AND PATSHULL PARISH COUNCIL, THE PRESS AND THE PUBLIC

Dear Sir or Madam

You are summoned to attend the Annual General Parish Council Meeting of Pattingham and Patshull Parish Council to be held at 7.30pm on Monday 6th July 2020, at Pattingham Village Hall.

Yours faithfully

##### ***J S Neal***

##### Clerk to the Council

**AGENDA**

43/20. Election of Chairman of the Parish Council for the Council Year 2020/21.

 (the new Chairman to make his/her declaration of Acceptance of Office).

44/20. Appointment of Vice-Chairman of the Parish Council for the Council Year 2020/21.

 (the new Vice-Chairman to make his/her declaration of Acceptance of Office).

45/20. Vote of Thanks to the Outgoing Chairman and Vice-Chairman.

46/20. Apologies for Absence.

47/20. Declarations of Councillors’ Interest.

48/20. Public Forum - Democratic fifteen minute period / public question time.

49/20. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 2nd March 2020.

50/20. County / District Councillors to address the Council on any matters relevant to the Parish

51/20. Review standing orders, Financial Risk Assessment and Financial regulations.

52/20. Review of inventory of land and assets including buildings and office equipment.

53/20. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

54/20. Reviewing the Council’s complaints procedure and Health and Safety policy.

55/20. Reviewing the Council’s procedures for handling requests made under the Freedom of Information Act 2000, GDPR and the Data Protection Act 1998.

56/20. Reviewing the Council’s policy for dealing with the press/media

57/20. Reviewing CCTV policy

58/20. To confirm the dates, times and place of ordinary meetings of the full Council for the year ahead to May 2021 (Schedule attached).

59/20. Confirm authorisation of signatories for Cheques.

60/20. Appointments on outside bodies

61/20. Report from the Clerk.

62/20. Accounts for Payment.

63/20. To receive the year end accounts including Internal Auditors Report.

64/20. To note and agree process for filling casual vacancy

65/20. Items for future Meetings

66/20. Dates of Next Meetings –

 TBC 20th July Pattingham Village Hall

If you are Shielding and would like to watch the meeting please contact the Clerk and she will forward the relevant details for you to join the meeting via zoom.